

Robeson
Technical
Institute



1979-1980
STUDENT
HANDBOOK

**Robeson Technical Institute
Drawer A
Lumberton, N.C. 28358
919/738-7101**

Purpose of Handbook

This handbook is published to acquaint students with the opportunities and services available at Robeson Technical Institute. The contents, for which you are held responsible, provide general information about the school, assists you, the student, in knowing what is available, where to locate people and places, and acts as a personal guide for you as you enter a new academic endeavor.

Nondiscrimination Policy

Robeson Technical Institute's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the institute's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, handicap, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

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Welcome



Dr. Craig Allen

You have come to Robeson Tech with specific goals in mind. The Board of Trustees, faculty, and staff offer our full support in helping you attain those goals. We will put forth every effort on your behalf, and I challenge you to do the same. Together we can make 1979-80 a year of real achievement for you.

This handbook outlines the general operation of the institute. Our aim is to help make your adjustment to the Robeson Tech family quickly and easily. If you run into any problems, let them be known. You will find plenty of friendly people around eager to help.

May this year at Robeson Tech be especially meaningful and enriching for each one of you. If it is, then both you and the school will have accomplished its purpose.

A handwritten signature in cursive script that reads "Craig Allen".

President

1979-80 Calendar

Day Curriculum

Fall Quarter

August 28	Senior Orientation & Registration
August 29-30	Freshman Orientation & Registration
August 31	Computer Workday
September 3	Labor Day
September 4	Classes Begin
November 19	Classes End
November 20	Instructors' Workday

Winter Quarter

November 20	Registration
November 21	Computer Workday
November 22-23	Thanksgiving Holidays
November 26	Registration
November 27	Computer Workday
November 28	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2	Classes Resume
February 26	Classes End
February 27	Instructors' Workday

Spring Quarter

February 27-28	Registration
February 29	Computer Workday
March 3	Classes Begin
April 4-7	Easter Holidays
May 20	Classes End
May 21	Instructors' Workday

Summer Quarter

May 22	Registration
May 23	Computer Workday
May 26	Classes Begin
July 4	Holiday
August 4	Classes End
August 5	Instructors' Workday
August 7	Commencement
August 11-22	Instructors' Vacation

Fall, Winter, Spring Quarters: 55 days - 50-minute sessions

Summer Quarter: 50 days - 55-minute sessions

1979-80 Calendar

Evening Curriculum

Fall Quarter

August 28	New Student Orientation
August 29-30	Registration
August 31	Computer Workday
September 3	Labor Day
September 4-5	Classes Begin
November 15-19	Classes End
November 20	Grade Rosters Due in Student Services

Winter Quarter

November 20	Registration & New Student Orientation
November 21	Computer Workday
November 22-23	Thanksgiving Holidays
November 26	Registration
November 27	Computer Workday
November 28-29	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2-3	Classes Resume
January 11	Friday Classes - T/Th
February 21-25	Classes End
February 26	Grade Rosters Due in Student Services

Spring Quarter

February 26	New Student Orientation
February 27-28	Registration
February 29	Computer Workday
March 3-4	Classes Begin
April 4-7	Easter Holidays
May 15-19	Classes End
May 20	Grade Rosters Due in Student Services

Summer Quarter

May 20	New Student Orientation
May 22	Registration
May 23	Computer Workday
May 26-27	Classes Begin
June 10	Tuesday Classes - M/W
June 18	Wednesday Classes - T/Th
June 24	Tuesday Classes - M/W
July 2	Wednesday Classes - T/Th
July 4	Holiday
July 30-31	Classes End
August 4	Grade Rosters Due in Student Services
August 7	Commencement

1979-80 Calendar

Veterans Cooperative Farm Program

Fall Quarter

August 28	Registration & Orientation
August 29	Classes Begin
September 3	Labor Day Holiday (no classes)
November 14	End of Fall Quarter

Winter Quarter

November 15	Registration
November 19	Classes Begin
November 21-22	Thanksgiving Holidays (no classes)
Dec. 19-Jan. 1	Christmas Holidays (no classes)
February 19	End of Winter Quarter

Spring Quarter

February 21	Registration
February 25	Classes Begin
April 4-7	Easter Holidays (no classes)
May 13	End of Spring Quarter

Summer Quarter

May 14	Registration
May 15	Classes Begin
July 3	Holiday (no classes)
July 31	End of Summer Quarter

Programs of Study

Associate Degree in General Education

General Education Program

Associate Degree in Applied Science

Accounting

Agricultural Science

Agricultural Science and Mechanization

Business Administration

General Office Technology

Police Science Technology

Secretarial, Executive

Secretarial, Legal

Secretarial, Medical

Teacher Associate

Vocational Diploma Programs

Air Conditioning and Refrigeration

Automotive Body Repair

Automotive Mechanics

Carpentry

Cosmetology

Electrical Installation and Maintenance

Electrical Installation and Maintenance (Advanced Diploma)

Machinist

Masonry

Practical Nursing

Radio, Television, and Electronic Servicing

Small Gasoline Engine and Equipment Repair

Welding

Certificate Programs

Developmental Studies

Nurses Assistant

Continuing Education Programs

General Adult Education

Adult Basic Education

Adult High School Program

High School Equivalency (GED)

Learning Laboratory

Adult Enrichment Education

Occupational Extension Education

Agriculture

Health Occupations

Emergency Medical Technician

Civil Preparedness

Fire Service Training

Law Enforcement Training

Training for New and Expanding Industries

Philosophy, Purpose and Objectives

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

Student Services

Robeson Technical Institute provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the institute is to provide an environment wherein each student may achieve maximum development — intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

Counseling Service

Counseling services are available to help students gain a better understanding of themselves and their opportunities. Counselors are available to discuss and explore any problems students might experience in three broad areas: (1) educational problems; (2) vocational or occupational problems; and (3) personal-social problems. Students are encouraged to have an exit interview with a counselor before they terminate their studies.

Counselors are available to all students. Counselors may be seen on a walk-in basis, or by appointment or referral. Night students have access to a counselor four nights a week.

Counseling services are available in the Student Services Office, and students are encouraged to seek counseling on any problem which might adversely affect their chosen academic program. If assigned counselors are not available, other Student Services staff members are trained in the area of counseling to assist students.

Academic Advising

After placement in a program of study, each student is assigned an academic advisor according to the student's curriculum. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with each advisee each quarter in an effort to maintain appropriate progress throughout the year. The advisor also helps to identify students who need counseling or specialized counseling services.

Testing

The placement test battery is both an entrance require-

ment and a counseling tool for placement. The primary purpose of testing is to determine if there is a reasonable match of academic readiness of the student and the academic requirements of the program that the student is interested in pursuing. Test results are used to determine whether or not a student is ready to enter a particular program, and if the student is not ready, to identify the basic academic weaknesses that exist. The Student will be placed in the program of choice or will be placed in courses to remove academic deficiencies.

Specialized tests will be administered upon request of students and faculty depending on the need and availability of the tests. Referrals will be made to other agencies for testing when appropriate.

Tutorial Services

Tutorial services are available to those who need extra help with particular subject areas. Students on academic probation will be encouraged to attend tutorial sessions until they meet satisfactory academic requirements. You may obtain tutorial assistance through your advisor, the tutor coordinator, or a counselor.

Veteran Services

Information and requests pertaining to veteran affairs can be secured from the Director of Veteran Affairs in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veterans Affairs section of this handbook.

Placement Services

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

Registration

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Admissions and through the appropriate Educational

Services office, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

Drop/Add Procedures and Withdrawal

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No penalty will be incurred for dropping a course within the first four scheduled days of the quarter.
2. A student adding a course will be responsible for all make-up work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form.

Any student dropping a course after the drop/add period with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F".) However, a student not having a "C" average and having a bona fide reason for withdrawal may receive a "WP" if approved by the Vice President for Educational Services. Appeals should be made within two weeks of the date of withdrawal.

A student withdrawing from school during the academic year should complete the withdrawal form in the Registrar's Office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll, and to transfer credit.

Re-enrollment

To re-enroll after a student has withdrawn, the student must have satisfied the Business Office and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmissions must be cleared through the Director of Admissions Office.

Family Educational Rights & Privacy Act

Robeson Technical Institute establishes and maintains records and information on students relevant to admission, registration, academic history, career, student benefits or services, mental, aptitude, or achievement test results, health, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

Directory Information

The items listed below are designated as "Directory Information" by Robeson Technical Institute and may be released for any purpose at the discretion of the institute.

Category I — Name, address, telephone number, dates of attendance, class.

Category II — Previous institution(s) attended, major field of study, awards, honors (includes Dean's and President's lists), degree(s) conferred (including dates).

Category III — Past and present participation in officially recognized sports and activities, date and place of birth.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information."

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future request for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the categories listed but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

If you wish to indicate your disapproval for the institution to disclose any or all the public or Directory Informa-

tion listed, a copy of the sample "Request To Prevent Disclosure of Directory Information" printed in this handbook is available in the Registrar's office. The form must be completed and turned into the Registrar's office no later than 10 calendar days after enrolling.

Robeson Technical Institute assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Request To Prevent Disclosure of Directory Information
By
Robeson Technical Institute

Year_____

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information.

Category I: Name, address, telephone number, dates of attendance, class.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes President's and Dean's lists), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, date and place of birth.

Date_____ Student Signature_____

Right of Access

Any currently enrolled or former student has a right to inspect and review any and all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folders.

Request for review of records shall be in writing to the Registrar. Request to review and inspect records shall be granted as soon as possible, but no later than 45 days following the date of request. The inspection and review shall occur during regular school hours. The Registrar shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate. A sample copy of Request to Review Education Records is printed in this handbook. These forms are available in the Registrar's Office.

Student records are maintained in a manner to insure privacy of all such records and Robeson Technical Institute shall not, except as authorized, permit any access to or release of any information therein except as follows:

1. Access to student records may be permitted to any person or institution for whom the student has executed written consent specifying the records to be released. A sample of Written Consent Waiver is in the handbook. These forms are available in the Registrar's Office.
2. Access to students' records or components thereof must be disclosed without the student's written consent to the following:
 - A. Authorized representatives of the following for audit and evaluation of federal and state supported programs:
 - (1) Comptroller General of the United States.
 - (2) The Secretary of the United States Dept. of Health, Education and Welfare.
 - (3) The U.S. Commissioner of Education, Director of National Institute of Education or Assistant Secretary of Education.
 - B. State and local officials to whom disclosure is required by state statute adopted prior to Nov. 19, 1974.
 - C. Access to student records without written consent is permitted to:
 - A. Robeson Technical Institute's Administrative staff, including faculty, who have legitimate educational interests, and clerical and professional employees who manage student record information.
 - B. Officials of other institutions in which the student seeks to enroll.
 - C. Persons or organizations providing to the student financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
 - D. Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Robeson Technical Institute will obtain such assurance in writing.

- E. Accrediting organizations carrying out their accrediting functions.
- F. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
- G. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the institution first makes a reasonable attempt to notify the student.
- H. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Robeson Technical Institute may release without written consent those items identified as public or Directory Information on any student not currently enrolled.

Robeson Technical Institute is responsible for informing parties to whom personally identifiable information is released that recipients are not permitted to disclose the information to others without written consent of the students.

Example:

IN ACCORDANCE WITH PUBLIC LAW 93-380,
THE INFORMATION ON THIS RECORD MAY
NOT BE RELEASED TO A THIRD PARTY
WITHOUT PERMISSION OF SAID STUDENT.

Challenge of the Contents of Education Records

1. Robeson Technical Institute provides students with the opportunity to challenge the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.
2. When Robeson Technical Institute receives a challenge request, it will decide within 15 days whether or not corrective action consistent with the student's request will be taken. The student will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records shall be amended.
3. When a student is not provided full relief sought by the challenge he/she shall be informed by the Registrar of his/her rights to a formal hearing on the matter.
4. A student's request for a formal hearing must be in writing. (See sample Student Request for Formal Hearing in this handbook.) This form may be picked up in the Registrar's office. Within 15 days after re-

Request To Inspect and Review Education Records

Date Submitted _____

To: Registrar

I wish to inspect my education record maintained in the following office(s):

Print Name (Student) _____

Address: _____

Student's Signature _____ Tel. _____

To: Student

Your request for inspection of your record was received on (date). The requested record will be available for review on (date).

Date _____ School Official's Signature _____
.....

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date _____ Student's Signature _____

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):

Date _____ Student's Signature _____

ceiving the request, the student shall be informed of the date, place, and time of the hearing.

5. Students shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. Students may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at the student's own expense.
6. The decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing,

Written Consent Waiver

I, hereby, waive to Robeson Technical Institute my right of written consent for the release of information contained in my student records to:

Person and/or Organization _____
Address _____

I fully understand that this waiver governs all information defined as student records by the institution and the Family Education Rights and Privacy Act of 1974.

Signature of Student

Date

Witness

The following information is provided to help in locating my records:

Name of Student while
attending RTI _____
Social Security No. _____
Program entered
at RTI _____
Last Date Attended _____

and will consist of a written statement summarizing the evidence, and stating the reasons of the decision which will be delivered to all parties concerned.

- a. Robeson Technical Institute will correct or amend any education record in accordance with the decision of the hearing panel if the decision is in favor of the student.
- b. If the decision is unsatisfactory to the student, the Registrar will inform the student that: (1) The student has the opportunity to place with the education record a written statement about the information in the record, or a statement giving any reason for disagreeing with the decision of the hearing panel. (2) That the written statement given by the student will be placed in the education records and will be maintained as part of the record for so long as the record is held by Robeson Technical Institute. (3) When the education record is disclosed to the authorized party, the statement filed by the student shall be included.

7. A student cannot use his rights of challenge to question substantive educational judgments which are correctly recorded. A student does not have the right to challenge a grade in a course because he/she feels a higher grade should have been given.
8. Students will not be permitted to inspect and review the following information that may be a part of their education records:
 - a. Financial information submitted by parents.
 - b. Confidential letters and recommendations placed in their files prior to Jan. 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which collected.
 - c. Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which students have waived rights of inspection and review.
 - d. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

Student Hearing Board

The Hearing Board provides students with two services:

1. The hearing board provides referral opportunity for the administrator and appeal opportunity for students who have been disciplined for a major offense. The student who feels that punishment is too harsh or unfair in any circumstance may appeal to this board.
2. The hearing board provides appeal opportunity for students who believe that their education records contain inaccurate or misleading information.

The staff and/or faculty members of the committee are appointed annually by the President.

Two student representatives and three alternates are elected annually by the student body.

Total hearing board composition consists of three faculty and/or staff members; three alternates; two students; and three student alternates.

Location of Students' Education Records

A copy of all Student Education Records is kept in Student Services. The Records Officer under the supervision of the Registrar is chiefly responsible for keeping all education

Student Request for Formal Hearing

Date _____

To: _____

(Chairperson, Hearing Panel)

From: _____

(Student's Name)

Subject: Request for Hearing Concerning Student
Education Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

Contested Information	_____	Education Record Contested	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please notify me of the date, time, and place of the hearing. My address and telephone number follow:

Address _____

Student Sig. _____ Tel. _____

First Endorsement

From: _____ Date: _____

(Chairperson, Hearing Panel)

To: _____

(Student's Name)

The decision of the Hearing Panel is as follows:

Chairperson, Hearing Panel _____

records. Other officials which are responsible for student education records are as follows:

Financial Aid Officer — Student financial aid, benefits and services.

Veterans and Placement Officer — VA records on all VA students. The placement folder contains a personal data sheet with the following information: biography, education, experience, preferred placement and references. Also a faculty evaluation sheet on the student's quality of work, appearance, cooperation,

dependability, initiative, personality, judgment, and leadership.

Counselors — Computer printouts on academic and probation standing.

Advisors — Scholastic records and grade reports, advisory information sheets.

Other Locations — Robeson Technical Institute's on-campus vault; Archives and History, Raleigh, N.C.; Wayne Computer Center, Goldsboro, N.C.

Transcript Fee

Two transcripts of the student's record are furnished free. A charge of \$1, payable in advance, is made for each additional transcript.

Robeson Technical Institute will not issue a copy of a transcript for any student who has an existing financial obligation to the school. However, this does not prevent the student from inspecting or reviewing his record.

Academic Information

Satisfactory Academic Progress

Each student enrolled in a degree, diploma or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.00 quality point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted on which final grades have been received in the student's program of study. All courses attempted are considered to be part of the student's program of study when determining academic progress. For minimum academic progress toward successful completion of a program of study, a student must maintain the following minimum quality point average in relation to the number of credit hours attempted.

Quality Point Average To Determine Continuance in School

Two-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-22	1.30
23-42	1.50
43-62	1.70
63-81	1.90
82-100	2.00
101-over	2.00

One-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-24	1.30
0-18 (Developmental Studies Only)	1.30
25-42	1.60
19-30 (Developmental Studies Only)	1.60
43-63	1.90
31-43 (Developmental Studies Only)	1.90
64-over	2.00
44-over (Developmental Studies Only)	2.00

Six-Month Certificate Program

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-19	1.70
20-over	2.00

To Graduate -- 2.00 Quality Point Average Required

*Students are encouraged to maintain a record with their total hours attempted at the institute to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the above table.

This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical Institute and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies; as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a Department Bulletin.

Each student enrolled in the institute is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to the institute's catalog. Furthermore, students need to periodically consult with their advisors concerning academic progress.

Academic Probation

A student whose academic progress is unsatisfactory as determined by the student's cumulative quality point average described heretofore will be placed on academic probation and will be notified by Student Services counselors. The student will be required to have a conference with his or her advisor and counselor to review academic progress and to plan a strategy for improving academic progress and removing the probationary status.

A student who has been on probation for one quarter may be required to reduce his course load. This may be required until the probationary status is removed. Students may be required to further reduce their course load, choose another program of study, or register for Developmental Studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative

toward fulfillment of his or her chosen educational goal.

A student on academic probation will not be allowed to participate in extracurricular activities. These activities include: student government officer, yearbook officer, or any other activities which require the student to represent the institute officially.

Academic Suspension

A student who has been on academic probation for a total of two quarters will be subject to suspension. Academic suspension will be for two quarters unless the student reapplies for readmission to another curriculum.

Students placed on suspension may file a written appeal with the Vice President for Student Services. The vice-president, after reviewing the appeal, has the right to allow that student to remain in school on a probationary status.

Students who do not attain the required quality point average for the quarter following reinstatement to the institution will again be suspended from their program of study. Students on suspension may reapply and be accepted by the Admissions Office to another curriculum.

A student is expected to demonstrate reasonable progress toward graduation by satisfactorily completing at least one-half the credit hours for which he is registered each quarter. The student who fails to meet this requirement for two successive quarters is subject to academic suspension.

Since it is not possible to anticipate when a student will fail to meet these requirements, prior warning cannot be guaranteed. This statement constitutes prior warning for academic dismissal. Students will be notified by the Registrar's Office of their suspension.

Quarter System

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The institute is in session five days and four nights a week.

Class Schedule

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:00 p.m. Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4 p.m.

Contact Hours

The contact hours shown in the catalog are minimal. The policy of the institute permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

Credit Hours

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

Attendance Policy

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees and attend one or more classes. Students shall maintain attendance in said class, until one of the following occurs:

1. Student withdraws. (He/she officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative withdrawal
 - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
 - b. Consecutive absences due to extreme emergencies without personal contact, or telephone contact with instructor, for a period exceeding ten (10) school days.
 - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
 - d. He/she completes the minimum objectives stated for the class, or transfers to another class.

Tardies

A tardy is defined as "a student entering class after the roll call or instruction begins." Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class.

Credit by Examination

Advanced placement is offered to students who because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Under no circumstances will credit be given when the challenge examination grade is less than "C." Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
 - a. Persons who have taken that proficiency examination previously.
 - b. Persons who have either enrolled in and/or dropped from the course.
 - c. Persons who were enrolled in and failed the course.
 - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered.
2. Make application to the Vice President for Student Services for the proficiency examination.
3. The Vice President for Student Services will review the student's background and make a recommendation to the Vice President for Educational Services.
4. The Vice President for Educational Services will evaluate the application and consult with the Dean for Degree and Diploma Programs along with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. Once approved, all examinations must be completed within the time designated by the Vice President for Educational Services.
5. After evaluation of the examination by the instructor

and the Dean for Degree and Diploma Programs, it is forwarded to the Vice President for Educational Services with appropriate recommendations.

6. The Vice President for Educational Services will certify to the Vice President for Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the business office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office.

Credit by Transfer

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTI courses.

All applicants desiring to have credits transferred from another institution to RTI must submit an official transcript to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the institute last attended.

Any exception to this procedure must be approved by the Vice Presidents for Student Services and Educational Services and only then by justifiable cause. A personal reference letter from the former school may be required for transfer acceptance.

The Director of Admissions will forward transcripts of previous education to the Education Services Office of Curriculum Programs for evaluation to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record.

Transfer to Other Colleges

Students who wish to transfer from one college to another, or to any other institution, should make application at the

Registration and Records Office for a transcript ten days before it is needed.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit for work completed in the technical institute. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

Grading System

The 4.00 quality point system is used to calculate student grade averages.

Grade	Meaning	Quality Points Per Credit Hour
A 93-100	Excellent	4
B 85-92	Good	3
C 77-84	Average	2
D 70-76	Poor, but passing	1
F Below 70	Failure	0
WP	Withdrew passing	0
WF	Withdrew failing (Computed as failure)	0
I	Incomplete. Work must be completed within 6 weeks of next quarter; otherwise, F will be recorded.	0
AU	Audit; enrollment as a special or non-credit student.	0

Example of Computing Quality Points Earned

Course	Credit	Grade	Quality Points Per Credit Hour	Grade Points Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	20			48

The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six

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Registration and Records Office for a transcript ten days before it is needed.

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Grading System

The 4.00 quality point system is used to calculate student grade averages.

Grade	Meaning	Quality Points Per Credit Hour
A 93-100	Excellent	4
B 85-92	Good	3
C 77-84	Average	2
D 70-76	Poor, but passing	1
F Below 70	Failure	0
WP	Withdrew passing	0
WF	Withdrew failing (Computed as failure)	0
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DFT 1101	<u>1</u>	D	1	<u>1</u>
	20			48

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weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Repeating Courses To raise QPA — Grade

To raise a grade of F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used in computing the QPA standing. Basic grant recipients will not receive any financial assistance for courses that are repeated.

Grade Reports

Midterm notices will be mailed to students who are having academic problems. Grade slips will be mailed to students at the close of each quarter.

Honor Lists

The Dean's List and the President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who make straight A's for the quarter are on the President's List.

Change of Name and/or Address

In order that official records may be kept up to date, change of name and/or address must be reported immediately to the Student Services office.

Graduation Requirements

1. Attain a general average of "C" in all work attempted in degree/diploma programs.
2. Complete no less than 25 quarter hours at Robeson Technical Institute.
3. Complete all courses specified for a diploma or degree.
4. Submit an application for graduation to the Student Services Office. Applications may be obtained at any time from Student Services.
5. Pay a graduation fee of \$15.
6. Attend Commencement Exercises.

Graduation

The Registrar and/or Records Officer review records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees. No student will be allowed to graduate with an "I" on his/her record.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute.

Students must complete an application for graduation at the time of registration for their final quarter of study. A graduation fee of \$15 is charged each graduating student. Those students approved to graduate in absentia are not exempt from this fee.

Commencement exercises are held in August at the end of the fourth quarter.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute unless otherwise approved by the Vice President for Student Services. The \$15 graduation fee covers cost of the diploma, cap, and gown. The students approved to graduate in absentia are not exempt from this fee

Honors

Graduates who have a cumulative average of 3.5 and above are recognized at the Commencement as graduating with honors.

Commencement marshals shall consist of the seven (7) rising seniors with the highest academic average at the end of their first year of studies. The chief marshal shall be the rising senior with the highest academic average.

Awards

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the

Associate Degree programs and to the graduate with the highest average in the one-year Diploma programs.

Each year the faculty and staff nominate students for Who's Who Among Students in American Junior Colleges based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs. Certificates of membership are awarded at Commencement.

The faculty and staff select the nominees for outstanding vocational students from the institution's vocational curriculum based on academic achievements and service to the school.

Framed certificates, appropriately inscribed, are presented at Commencement to those students who have shown exceptional service to Robeson Tech. Nominations are made by students, faculty, and staff with a Service Awards Committee reviewing recommendations and making the final selections.

The Wall Street Journal Achievement Award is presented at Commencement to the most outstanding business student, who is chosen by the faculty members in the Business Department.

A silver cup, sponsored by Robeson Office Supplies, is awarded at Commencement to the best all-round graduate from the business area. Nominations are made by the students from the business programs and submitted to instructors or related business instructors, who make the final selection for the award. The cup is retained in the school and the winner is given an appropriately inscribed plaque.

Each year at Commencement, Acme Electric Corporation presents an award to the most outstanding graduate in the Electrical Installation & Maintenance program, the Air Conditioning & Refrigeration program, and the Radio, TV, Electronics Servicing program. The selection for each award is determined by the instructors of the individual programs.

A plaque is presented to the most outstanding Practical Nursing student. Three nominees for the award are made by Practical Nursing Students — the final selection resting with the Practical Nursing Instructors.

Southeastern Production Credit Association presents an award to an outstanding business student who is chosen by the faculty members in the Business Department.

Expenses

Robeson Technical Institute receives financial assistance from local, state and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

Tuition Fees

	Full-time (12 or more credit hours)	Part-time (Less than 12 credit hours)
In-state.....	\$ 39.00	\$ 3.25 per credit hour
Out-of-state.....	198.00	16.50 per credit hour

Residency Requirements

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A Manual To Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library.

Student Activity Fee

For fall, winter and spring quarters, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$5 student activity fee per quarter.

Part-time students will pay activity fees according to the following schedule:

- 1-4 Quarter Credit Hours — \$1.50
- 5-7 Quarter Credit Hours — \$2.00
- 8-11 Quarter Credit Hours — \$3.00

For summer quarter, each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable at the above-stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time students, \$4 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive coverage by making payment to the Business Office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance since neither the technical institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, and other activities.

Graduation Fee

A graduation fee of \$15 is charged each prospective graduate. This fee is paid at the student's last registration prior to graduation.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

Refund Policy

Tuition refund shall not be made unless the student, in the judgment of the institute, is compelled to withdraw completely from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if a student withdraws within the first 10 calendar days of the quarter. The student activity fee is nonrefundable. In cases where the courses of curricula fail to materialize, all of the student's tuition and activity fee shall be refunded.

Tuition Credit

If a student is compelled to withdraw completely from school for unavoidable reasons within the first 10 calendar days of the quarter, the student may be allowed credit for

full tuition if he/she petitions in writing such credit. The student must re-enroll and use this credit within one year.

Textbooks

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$25 for diploma programs and \$40 for degree programs.

Business Office

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:00 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Unpaid obligations to this office become a part of the student's school record until they are cleared.

Late Registration Fee

A late registration fee of \$5 will be charged all students who register after the announced registration time.

Student Insurance

A group policy providing insurance protection is maintained in effect by the institute. The cost is covered from the activity fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$5 activity fee may purchase this accident insurance for \$4 per year.

School Ring

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Records Office and subsequent approval must be obtained prior to placing orders.

Commencement Invitations

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

Financial Assistance

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources and the resources of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

Institutional Scholarships

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These awards are made on the basis of need on a first-come basis subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of the Financial Aid Officer, three representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

The Bruce Boney Stephens Memorial Award

The family of Bruce Boney Stephens has established a revolving memorial fund for students who need short loans for financial emergencies. Further information may be obtained from the Director of Financial Aid in Student Services.

Social Security

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. A student must attend a minimum of 20 contact hours per week. Contact the nearest Social Security Office for further information.

Vocational Rehabilitation

Any physically handicapped person may be eligible for financial assistance covering fees, books, and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N.C. Vocational Rehabilitation, or make his request through the office of Student Services.

North Carolina Student Incentive Grant (NCSIG)

Legal residents of N.C. accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available.

This program is administered for N.C. State Education Assistance Authority by College Foundation, Inc.

Veterans and War Orphans

Veterans' widows, and children of deceased veterans who wish to enroll under Chapters 31, 34, and 35 of U.S. Code 38 may be admitted to Robeson Technical Institute and approved to receive educational benefits if requirements established by the Veterans Administration are met. Public Law 634 (applying to disabled veterans) is also part of these chapters. Any person wishing to attend RTI under any of the laws relative to veterans and their dependents should contact the Veterans Service Office in Lumberton or the Office of Veterans Affairs at RTI for complete information.

Comprehensive Employment and Training Act

Funds may be available to students from low-income families through the Employment Security Commission. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact the nearest Human Resources Development office or this institute.

College Work/Study Program

Under this federally funded program, students from low-income families may be employed on a part-time basis by the institute to help pay for their college expenses.

An effort is made to assign students to jobs related to their fields of major study or to utilize their special interests and skills. At RTI, students may work up to 15 hours weekly while attending class full time. Eligibility is determined by enrollment financial need, and satisfactory academic standing. For further information, contact the Student Financial Aid Office at Robeson Technical Institute.

Vocational Work/Study Program

Similar to the College Work/Study Program, this program provides part-time employment to full-time students in an occupational education program.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

Basic Educational Opportunity Grant Program (BEOG)

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide assistance to those who need it to attend post-high school educational institutions.

The maximum award a student could receive under this program is \$1,800 minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

The actual grant, however, may be less than this maximum award. The family contribution is determined by filling out a BEOG application form and mailing it in the provided envelope. A BEOG application form can be obtained from high school counselors, at post offices, libraries, or by contacting the Student Financial Aid Office.

All recipients registered for a quarter must have regular attendance to at least the mid-point of the quarter to be

eligible for the grant. Should payment be made and recipient drop from school before mid-point, he or she will be liable for repayment for any amount received and will not be eligible for any future awards until this liability is cleared. If your enrollment status changes (full-time, half-time, etc.) prior to the mid-point of the quarter, the amount of your award will be adjusted. You may check with the Financial Aid Office for the exact mid-point dates.

Should an overpayment be made, adjustments will be made in the next quarter or a repayment will be required before eligible for future quarters.

Basis of the award is determined by the type of program in which the recipient is enrolled, as follows:

TECHNICAL — 9 months (3 quarters)

VOCATIONAL — 11 months (4 quarters)

9 MONTHS — Current Year

2 MONTHS — New Year

Award year is from July 1 to June 30.

College Foundation, Inc. (Guaranteed or Federally Insured Loans)

Legal residents of N.C. enrolled full time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational/technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is 7% simple interest. Applications should be received by College Foundation at least 60 days prior to the beginning of a school term to assure notification before registration.

National Guard Tuition Assistance Program

Students who are members of the North Carolina National Guard and meet the requirements, may qualify for this program. For more information, contact your local unit AST

For More Financial Aid Information

For more information on the above Financial Aid Programs, see Robeson Tech's Financial Aid Consumer Information Booklet.

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Student Activities

Student Government

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical Institute. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System. SGA advisors are members of the faculty and/or staff.

The following student-related programs, with approximate costs, have been recommended as expenditures from the activity fee for the 1979-80 school year:

Dues, Travel, Subsistence.....	\$ 900.00
Annual, School Pictures.....	3,500.00
Insurance.....	4,000.00
Dances, Socials, Field Day.....	3,500.00
Telephone, Supplies.....	150.00
Student Handbook.....	1,500.00
Athletic Activities.....	800.00
Total	\$14,350.00

Dances

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

Field Day

SGA sponsors a Field Day once a year. Competitive outdoor activities, sports, and a cookout are arranged. Upon approval by the Administration, the SGA may elect to have a second Field Day.

Student Publications

The annual, "Directions", gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

Athletics

Athletics are available on a limited basis at RTI. A strong intramural program is encouraged. The RTI campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

Special Events

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

Clubs

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or the president of the SGA.

Campus Regulations

Smoking, Eating, Drinking

Smoking, eating, and drinking are allowed in the Student Lounge and on outside areas of the campus, but not in classrooms, shops or laboratories. There are ash trays, receptacles, and trash containers throughout the campus. If you smoke, eat, or drink, be considerate of others and use the containers available to dispose of trash.

Visitors

We welcome all visitors. Direct all visitors to the office of the President or to the office of Student Services. Visitors must be accompanied by a "tour guide" and are subject to the regulations of the school while on campus.

Dress Code

Robeson Technical Institute stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the institute and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasion.)
2. Shoes must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study.)

Parking

Adequate student parking exists on campuses. Upon entering the campus, students may park on the right or on the left side of the buildings. Students are not permitted to park in the designated visitors' parking area located on the front campus. Students' cars found improperly parked along curbs, driveways, and the visitors' parking area will be issued tickets. Repeated offenders will be counseled and repeated violations could result in the imposition of fines and towing regulations.

The speed limit when entering and leaving the institute is 10 miles per hour.

Handicapped Parking

Parking facilities are also available for handicapped students. Spaces are marked appropriately in both student parking areas. To request handicapped parking, a qualified student must register with Student Services and fill out the appropriate form. Students who park illegally in these spaces will be given one warning. If another violation occurs, the State Highway Patrol will be called and a ticket will be issued by them.

Inclement Weather

In the event of inclement weather, Robeson Tech will close when driving is hazardous. School officials will contact local radio stations and have them announce weather plans. Students are urged not to call the news media or members of the school staff.

Evacuation Instructions

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. The following plans have been formulated to provide for the orderly and rapid evacuation of RTI buildings:

1. The alarm is a rhythmic bell signal, repeated many times.
2. All persons are to promptly leave the building at the sound of the alarm.
3. Books, materials, heavy coats should be taken only if they will not delay exit.
4. Exit signs indicate routes for leaving the inside of all buildings
5. Move at least 100 feet from the buildings, but do not block driveways.
6. Class groups should try to remain together to facilitate checking the evacuation of all members.
7. A signal to return to the building will be given when the way is clear.

Cheating and Plagiarism

Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to see that work measures up to a standard of honesty. Cheating and plagiarism are not the marks of competent students. Those who commit these offenses are subject to discipline by the instructor.

Policy Governing Student Misconduct

Students are expected to display the qualities of courtesy

and integrity that characterize the behavior of ladies and gentlemen. To protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion. Types of student conduct considered major offenses are as follows:

Rule 1. Disruption of School. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (a) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (b) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawfull access to or from, or use of, the building, or corridor or room; (c) setting fire to or substantially damaging any school property or building; (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus; (f) preventing students from attending a class or school activity; (g) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on the school campus; and (h) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class.

Rule 2. Damage or Destruction of School Property. A student shall not intentionally cause or attempt to cause substantial damage to valuable school property, or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value

also shall be a basis for long-term suspension or expulsion from school.

Rule 3. Damage or Destruction of Private Property. A student shall not intentionally cause or attempt to cause substantial damage to valuable private property, or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 4. Physical Abuse of a School Employee or a Student or Other Person Not Employed by the School. A student shall not intentionally do serious bodily injury to any person:

- (a) on the school grounds during and immediately before or immediately after school hours.
- (b) on the school grounds at any other time when school is being used by a school group; or,
- (c) off the school grounds at a school activity, function, event, or a school-owned vehicle.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Rule 5. Weapons and Dangerous Instruments. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- (a) on the school grounds during and immediately before or immediately after school hours.
- (b) on the school grounds at any other time when the school is being used by a school group; or
- (c) off the school grounds at any school activity, function, or on a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than small penknives, and other dangerous objects of no reasonable use to the student at school.

Rule 6. Narcotics, Alcoholic Beverages, and Stimulant Drugs. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- (a) on the school grounds during and immediately before or immediately after school hours;
- (b) on the school grounds at any other time when the

- school is being used by any school group; or
- (c) off the school grounds at a school activity, function, event, or on a school-owned vehicle.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Rule 7. Conduct on School-Owned Vehicles. Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless authorized otherwise by the Business Office.

The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers is prohibited.

Rule 8. Sales, Solicitations, or Distributions. No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal operation of the activity. All purchases by the school or school-sponsored activities shall be conducted through the Business Manager. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales or solicitations must be approved by a committee appointed by the President of the institution. This rule is meant to include all personnel who are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

Rule 9. Personal Relations. No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function, shall be allowed to promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the members of the personnel of the school. Any person who is found to be guilty of such conduct shall be permanently dismissed from the school.

Rule 10. Repeated School Violations. A student shall not repeatedly fail to comply with directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of personnel.

Helpful Aids Available to Students

Records

Transcripts of students' courses and grades are maintained in the Records Office. Transcripts are sent to agencies or institutions upon written request of the student. The first two copies of the transcript will be sent free. Each additional transcript will cost \$1.00.

Health Service

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available at Lumberton with Southeastern General Hospital, Robeson County Ambulance Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify the instructor or Student Services immediately.

Telephone

Telephone calls and messages for students are handled through the office of Student Services only in cases of extreme emergencies. Pay telephones are located in the entryway near the Student Lounge and in the hallway of Building 9 (shops), and at the end of Building 7, for making local or long distance calls. Business telephones are not for student use for making outgoing calls.

Lost and Found

Lost and found articles are handled in Student Services. Items found should be turned in promptly. Lost items should be reported to Student Services.

Alumni

Alumni are special guests at dances and other special functions. This and other follow-up and communications with graduates are done through the office of Student Services.

School Colors

The school colors are royal blue and white.

Off and On Bulletin

The news bulletin is published twice each month for faculty, staff, and the Board of Trustees. Anything of interest to the readers may be submitted. This is another way of keeping the RTI family informed of what is going on in all areas. Copies for students are placed in the student lounge on both campuses.

Special Services

Library

The Robeson Technical Institute Library is conveniently located adjacent to the student lounge. Its attractive, well lighted surroundings are a pleasant place for research, study, or leisure reading. It is well stocked with books, periodicals, newspapers, and audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the institute. Audiovisual equipment is housed in the library where it is readily available to instructors and students for classroom or educational use.

The library is staffed by two professional librarians, an audiovisual specialist, a library assistant, a secretary, and student helpers. Library hours are from 8 a.m. to 10 p.m. Monday through Thursday, and from 8 a.m. to 3 p.m. Friday. The library is closed weekends and holidays. Use of the library is not limited to registered students; anyone interested in using the library is welcome, and borrowing privileges may be obtained simply by filling out a registration card. Books are loaned for three weeks, periodicals and records for one week, and single-volume reference works overnight. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a 5-cent per day fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

Learning Laboratory

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person 18 years of age or older and out of the public schools for at least six months with the ability to benefit from the program can enroll in the Learning Lab for any of several purposes: (a) to prepare for the high school equivalency examinations (GED); (b) to pursue the Adult High

School Diploma; (c) to reduce specific educational weaknesses; (d) to upgrade for job promotion; (e) for personal satisfaction; or (f) to make up admissions deficiencies for a technical institute or college. The Lab can also be used by regular RTI curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The coordinator serves as the facilitator in the learning process. Because he is trained in programmed and self-instructional techniques, he is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. Merits and weaknesses are noted in the student's area of interest, after which an individual curriculum is designed especially for that student. The student begins study at his predetermined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m. Monday through Thursday, and 8 a.m. until 3 p.m. Friday. There are no charges for the services of the Learning Laboratory.

Student Lounge

A grill and vending machines are located in the student lounge. For students to enjoy a clean place to spend leisure time, each person must place cups, wrappers and other items of refuse in trash receptacles. Everyone is expected to do his/her part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

Bookstore

A bookstore, next to the grill, is operated by the Business Office. It is maintained for the convenience of students in purchasing necessary textbooks and supplies at minimum cost.

Veterans Affairs

For the Veteran Affairs Office to operate effectively, it is essential that each veteran becomes knowledgeable of certain operating procedures.

This section of the Handbook is designed to explain some of those procedures. Veterans are urged to become completely knowledgeable of its contents.

General

It is important for each veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. The Veterans' Counselor can answer specific certification questions.

Attendance Sheets

All veterans receiving VA Educational Benefits must have an attendance sheet for each month on file in the Veterans' Counselor's office. The sheets are in a "pick up" box in the Student Lounge. Veterans must complete these forms and have their individual instructors initial the forms showing absences. The completed forms must then be placed in the "deposit" box located in the Student Lounge.

Student Status

If a veteran increases or decreases his credit hour load, VA form 22-1990 must be completed. The forms are available from the VA office.

Support of Claim

To claim dependents where birth certificates cannot be located, VA form 21-4138 may be used; however, a birth certificate may be required later. This form may also be used if a spouse has dependents from a previous marriage and the veteran is providing their support.

Marital Status

If an enrolled veteran gets married, the VA should be notified immediately. This may be done in one of two different ways: by sending the Veterans Administration a copy of the marriage license, or by filing VA form 21-686c.

VA Correspondence

In most cases, the Veterans' Counselor does not receive copies of correspondence received by Veterans from Winston-Salem, N.C. Copies of correspondence should be brought to the Veterans' Counselor's office for the student's permanent VA file. This correspondence will be returned upon graduation or termination, if requested.

Bulletin Board

The veterans information bulletin board is located near the book store in the Student Lounge. The board should be checked at least once weekly. General information as well as individual notices to veterans are posted there.

Certification Cards

Veterans enrolled in vocational curricula, Developmental Studies curriculum, and in the High School Equivalency program will receive a white IBM certification card with their check each quarter. This card must be dated, signed, and turned in to the Veterans Office.

Tutorial Services

Tutorial Services are available to veterans enrolled in Associate in Applied Science Degree programs. The VA will pay \$6 per hour up to \$60 per month to qualified persons to tutor students who are having trouble in curricula subjects. Approval forms and tutorial reimbursement forms are available in the Veterans' Counselor's Office.

Termination

The Veterans Service Officer must be notified immediately if a veteran withdraws from school. The veteran is responsible for this information reaching the Veterans Service Officer promptly.

Veterans who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.

Veterans who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond the control of the veteran. Veterans whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling to be reinstated at the beginning of the next term.

Satisfactory Academic Progress

Satisfactory academic progress is the same for veterans and non-veterans. Please see Academic Requirements noted in this publication or Page 34 of the school catalog.

Repeated Courses

For pay purposes only, by law, no veteran may receive educational assistance allowance for any course being repeated that is necessary for graduation due to failing or low marks unless all marks previously earned are used to compute the overall grade point average.

Change of Program

There are occasions when a veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran should report to the VA office and complete VA form 21E-1995. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

Special Note:

VA attendance forms must be completed no later than 10 days after the end of each month for the previous month. Unless this form is completed and turned in to the Veterans Office, further VA payments will not be authorized.

Certification Categories for Veterans

Associate in Applied Science Degree. Veterans in this category are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran only for tuition and fees.

Vocational Curricula. Veterans in this category are certified to the VA on a contact or class hour basis. A minimum of 12 credit hours and 22 clock hours are required for a vocational student to be full-time.

High School Equivalency. Veterans in this category are certified to the VA on a contact hour basis; 22 contact hours are required for full-time benefits. Veterans are authorized 9 months on a full-time basis in the program to complete the high school GED without charge to their eligibility. Upon completion of the GED, students should see an academic counselor to transfer into another program.

Special Note

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full-time. Veterans should see the Veterans' Counselor before the quarter begins or during registration to insure that they have the correct number of credit hours or contact hours.

Student Services or the Veterans' Counselor should be checked for any explanation of credit hours and contact hours.

Veterans receive a monthly benefit only after they have attended school for that month.

SGA Constitution

Preamble

We, the students of Robeson Technical Institute, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards of personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical Institute.

Article I — Names and Objectives of Organization

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

Article II — Qualifications of Members

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

Section C

The term of office for all members of the Student Council shall be one year.

Section D

There shall be two faculty advisors selected by the administration of the school and approved by the Student Council.

Section E

In order to be on the SGA Executive Committee, or a SGA Representative, you must attend all meetings or have a legitimate excuse for not doing so or you will be asked to give up the position you are representing.

Section F

If SGA Representatives cannot be present at a meeting, with a legitimate reason, they must assign someone to attend in their place.

Article III — Officers, Their Election and Duties

Section A

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of the President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
- (2) to serve as chief executive officer of the organization;
- (3) to preside over all the meetings of the Executive Committee and the SGA;
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;
- (6) to serve as an ex-officio member of such committees if he so chooses;
- (7) to have knowledge of the records and monies of the organization;
- (8) to perform all other functions pertaining to the office;

- (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion.

Section D

The duties of the Vice-President of the SGA shall be:

- (1) to assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair an important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder for the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of Student Services.

Section F

The duties of the Treasurer of the SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at the meetings of the SGA;
- (2) to serve as an advisor for any procedural problems;
- (3) to assist in all other areas that the Executive Committee may deem desirable;
- (4) to maintain adherence to the rules contained in the Robert's Rules of Order in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H

- The duties of the Representatives of the SGA shall be:
- (1) to attend all meetings and to report to the students of their respective curriculums the proceedings of the SGA meetings;
 - (2) to report to the Student Council any suggestions made by the students of his or her curriculum.

Article IV — Meetings of the Organization

Section A

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

Article V — Amendments

Section A

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting.

Bylaws

Article I — Qualifications and Election of Officers

Section A

The President of the SGA shall be any member of the Student Government Association.

Section B

The Vice-President of the SGA shall be any first-year student of a two-year curriculum. The Vice-President shall act as President pro tempore the following year until elections are held.

Section C

The Secretary of the SGA shall be any member of the Student Government Association.

Section D

The Treasurer of the SGA shall be any member of the Student Government Association.

Section E

The Parliamentarian of the SGA shall be any member of the Student Government Association.

Section F

The election of officers of the SGA shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section H

Installation of officers and representatives will take place at an assembly one week after their election to office.

Section I

To run for an office, a student must have a minimum QPA of 2.0 and maintain this minimum QPA during his term of office. An incoming freshman who has not earned a QPA, must earn it by the end of his first quarter and maintain a QPA of 2.0 to remain in office. Failure to maintain a 2.0 QPA will result in the replacement of an officer with appointment of a new officer by the means prescribed in Article III, Section C, Item 4.

Article II — Rules

The rules contained in Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these bylaws.

Article III — Amendments

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

Article IV — Committees and Their Duties

Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time, and place of meetings;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration and with the Student Council Advisors.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of Student Government activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

Section E

There will be a SGA Suggestion Box in the Student Lounge at all times. Therefore, SGA will know where SGA improvements are needed.

Section F

If the SGA Executive Committee and SGA Representatives feel that a member of the SGA is not fulfilling his/her duties, they will therefore vote and if the majority feels the same, the person will be asked to give up this position.

Officers of Administration

Board of Trustees

I.J. Williams	Chairman
John L. Carter	Vice-Chairman
R. Craig Allen	Secretary

Appointed by Commissioners

of Robeson County:	Expiration of Term
Vernon Floyd	June 30, 1983
Gurney S. Kinlaw	June 30, 1981
B.C. McBee	June 30, 1979
Herman Dial	June 30, 1985

Appointed by Robeson County

Board of Education:

John L. Carter	June 30, 1981
A.D. Lewis, Jr.	June 30, 1979
Guy P. McCormick	June 30, 1985
I.J. Williams	June 30, 1983

Appointed by Governor

of North Carolina:

John Mark Brooks	June 30, 1985
Gene Ballard	June 30, 1979
Milton Ray Hunt	June 30, 1983
Glenn A. Maynor	June 30, 1981

General Administrative Staff

Robert Craig Allen	President
Lola B. Bracey	Secretary
Max H. Lippard	Administrative Assistant
Marie Folmar	Secretary
Marie Malloy	Public Relations Officer

Business Services Staff

Russell E. Hellekson . . .	Vice-President, Business Services
Carol Powers	Secretary
Rosa W. Cooper	Accountant
Lynn R. Price	Assistant Accountant
Robert Hill Coordinator of Equipment & Evening Programs	
Everette "Chip" Bass	Bookstore Manager
Nancy Hardin	Accounts Receivable Clerk
Jackie A. Lovette	Receptionist
Donna Gay Powers	Evening Receptionist

Student Services Staff

R. Frank Leggett, Jr.	Vice-President, Student Services
Ruth R. Williams	Secretary
Mary Hughes	Registrar
Nelda Jones	Secretary
Judith A. Revels	Director of Admissions
Anna Maynor	Records Officer
Eddie M. Locklear	Director of Veteran Affairs & Counselor
Linda Leach	Secretary
Anne McLean	Secretary
Robert J. Lewis, Jr.	Financial Aid Director
James W. Williams	Director, Placement Services & Counselor
Jane L. Hammonds	Secretary
Brenda Scott	Counselor
Mary F. Burns	Secretary
Kenny Wilson	Director for Handicapped Services

Educational Services Staff

Frederick G. Williams	Vice President, Educational Services
Nell Reising	Secretary
J.W. Lawson	Dean, Degree and Diploma Programs
Georgia Langley	Secretary
Hubert F. Bullard, Jr.	Director, Occupational Education
T. Eugene Mercer	Director, Basic Education
Rudy Locklear	HRD Coordinator
Florence McCollum	CETA Program Coordinator
Jeannie Johnson	Director, Enrichment Education
Ethel G. Locklear	Secretary
Harold B. Thompson Dir., Ev'n'g Degree & Diploma Programs	
Nancy Blue	Secretary
Sarah C. Brown	Secretary
Judy Conner	Secretary
Carolyn Britt	Secretary

Library Staff

Alice L. Wilkins	Director, Library
Nancy Chen	Librarian
Margaret A. Lowry	Library Assistant
Sammy R. Layell	Audio-Visual Specialist

Learning Laboratory

Joe Blackmon	Director, Learning Laboratory
Sandra Johnson	Coordinator

Faculty

John C. Atkinson	Business Education
James H. Bass, Sr.	Machinist
Betty M. Biggs	Cosmetology
Betty Joan Bissell	English
Hubert Bodiford	Small Gasoline Engines
Sarah M. Britt	Business Education
Collie Brown	Masonry

William S. Brown	Mathematics and Science
Henry Bruce	Sewing Machine Maintenance
J. Lewis Bryan	Machinist
William M. Bryan, Jr.	Welding
Crafton Chavis	Mathematics
Charles Clapper	Air Conditioning and Refrigeration
Melford Clark	Automotive Body Repair
William E. Coleman	Electrical Installation
James L. DeCoursey	Police Science
John D. Downs	Business Education
Edythe B. Hill	Practical Nursing
Evelyn Hunt	Cosmetology
Helen K. Ivey	Business Education
Maureen E. Jones	Preparatory Trade
David Lambert	Accounting
Kay Lambert	Nursing Assistant
Julius Lowry	Welding
Vincent Lucente	Electrical Installation
Lynda MacLeod	Developmental Studies
Silas M. McColl	Automotive Mechanics
Pauline H. McNair	Developmental Studies
William McNeill	Reading Specialist
Eugene Madison	Electrical Installation
Katherine Martin	Tutor Coordinator
William S. Morris	Radio, TV, Electronic Servicing
Elizabeth T. Nye	Practical Nursing
Kenneth W. Pauli	English
George G. Pope	Automotive Mechanics
Ann M. Revels	Business Education
Frances L. Scott	Dev. Studies & Preparatory Trade
Beth H. Sigmon	Psychology
Georgia Simpson	Business Education
Ellen Warwick	Business Education
Curtis K. Watson, Jr.	Police Science
Elaine Whitfield	English
Charles Wright	Carpentry

Maintenance and Custodial Staff

Stacy Bullock	Custodian
George F. Currie	Custodian
Virgie Currie	Custodian
Boyd Humphrey	Supervisor, Custodian
Howard Humphrey	Custodian
Roy Humphrey	Custodian
Thomas R. Jacobs	Custodian
Prentis Lowery	Custodian
Jasper McAllister	Custodian
Houston McMillan	Custodian
Alma S. Robinson	Custodian
Dwight Kemp	Custodian

If You Have Questions . . .

Contact:	If You Have Questions About:
Instructor.	Absences
Kenny Wilson, Jim Williams, Brenda Scott. . .	Academics
Judith A. Revels	Admissions
Eddie Locklear, Kenny Wilson, Brenda Scott. . .	Testing
Robert Hill, Chip Bass.	Books and Supplies
Anna Maynor, Mary Hughes .	Change of Name or Address
Judith A. Revels	Change of Program — Admissions
Eddie M. Locklear	Change of Program — Veterans
Jim Williams, Eddie Locklear, Brenda Scott . .	Counseling
Mary Hughes, Anna Maynor	Grades
Judith A. Revels	Graduation
Jimmy Lewis	Financial Aid
Eddie Locklear, Jimmy Lewis	Student Activities
Anna Maynor	Transcripts
Mary Hughes	Withdrawals
Frank Leggett	Publications
Mary Hughes	Registration
Kenny Wilson, Jim Williams, Brenda Scott.	Tutorial Services
Jim Williams	Placement
Judith A. Revels	Transferring or Transfer Credit
Judith A. Revels	Residency
Eddie M. Locklear	Veterans

People You Need To Know



Judith A. Revels
Director of
Admissions



Mary P. Hughes
Registrar



Kenny Wilson
Director of
Handicapped Services



Robert J. Lewis
Financial Aid
Director



Brenda D. Scott
Counselor



Eddie M. Locklear
Dir. of Veteran
Affairs, Counselor



James W. Williams
Counselor



Anna K. Maynor
Records Officer



Harold B. Thompson
Dir., Evening Degree
& Diploma Programs



J.W. Lawson
Dean, Degree &
Diploma Programs



R. Frank Leggett Jr.
Vice President for
Student Services



Fred G. Williams
Vice President for
Educational Services



Russell E. Heilekson
Vice President for
Business Services

